



Defense Logistics Agency

Defense National Stockpile Center

IGD 1000: GENERAL REQUIREMENTS

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1.0 PURPOSE

This Interpretive Guidance Document (IGD) provides general guidance for the Environmental, Safety and Occupational Health Management System (ESOHMS). This procedure applies to the Administrator and Front Office, Directorate of Environmental Management and Safety, Directorate of Stockpile Operations and all Defense National Stockpile Center (DNSC) staffed Depots, and other strategic business units of DNSC that use the Corporate or facility specific IGDs. This DNSC management system is based upon ISO 14001:2004 – “Environmental Management Systems – Specification with Guidance for Use” and Occupational Health and Safety Assessment Series (OHSAS) 18001 – “Occupational Health and Safety Management Systems – Specification.”

2.0 DEFINITIONS

- 2.1 Administrator and Front Office** - The head of DNSC and the administrative staff supporting the Administrator, and the legal staff
- 2.2 Chief, Environmental Management Division** - manages the Division of Environmental Management and has been appointed Management's ESOHMS Representative.
- 2.3 Depots** – Includes all workers assigned to the manned DNSC depots
- 2.4 Director of Directorate of Environmental Management and Safety** - manages the Directorate
- 2.5 Directorate of Stockpile Operations** – Includes all operational staff at DNSC Headquarters and Manned Depots
- 2.6 DNSC** – Defense National Stockpile Center headquarters at Fort Belvoir, Virginia and all manned Depots
- 2.7 Environmental Aspects** - Environmental Aspect - that part of DNSC's activities, products or services that can interact with the environment and that can be controlled and over which it can be expected to have an influence
- 2.8 Environmental Impacts** - Any change (adverse or beneficial) to the environment resulting from DNSC's activities, products or services

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- 2.9 **Environmental, Safety and Occupational Health (ESOH) Policy Review Committee** – The Administrator, Front Office and Directorate of Environmental Management and Safety
- 2.10 **Environmental, Safety and Occupational Health (ESOH) Policy** – The ESOH Policy statement
- 2.11 **ESOHMS** - Environmental, Safety and Occupational Health Management System
- 2.12 **IGD** - Interpretive Guidance Document
- 2.13 **ISO** - International Organization for Standardization (acronym used in their standards)
- 2.14 **ISO 19011:2002** – “Guidelines for quality and/or environmental management systems auditing”
- 2.15 **ISO 14001:2004 Environmental Management Systems** – Requirements with guidance for use
- 2.16 **Occupational Health and Safety Risk** - Combination of the likelihood and consequence(s) of a hazardous event occurring
- 2.17 **Office of Council** – Attorneys supporting attorneys
- 2.18 **OHSAS 18001** – “Occupational health and safety management systems - Specification”
- 2.19 **Risk Assessments** - Process of estimating the magnitude of risk and deciding whether or not the risk is acceptable
- 2.20 **Top Management** - Top Management is defined as the Administrator, Deputy Administrator, and Director of Directorate of Environmental Management and Safety, Director of Directorate of Stockpile Operations, and Chief, Environmental Management Division

3.0 **INTERPRETIVE GUIDANCE DOCUMENT (IGD)**

Each interpretive guidance document (IGD) is a stand alone document. This IGD enables the DNSC to:

- 3.1 Embrace and conform to DNSC’s Environmental, Safety and Occupational Health Policy Statement.
- 3.2 Identify the environmental aspects and safety and occupational health risks arising from the organization’s past, existing or planned activities, commodities or services, to determine the environmental, safety and occupational health impacts of significance.
- 3.3 Identify the relevant legislative and regulatory requirements.



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- 3.4 Identify priorities and set appropriate environmental, safety and occupational health objectives and targets.
- 3.5 Establish a structure and program(s) to implement the policy and achieve objectives and targets.
- 3.6 Facilitate planning, control, monitoring, corrective action, auditing and review of activities to ensure conformance with Environmental, Safety and Occupational Health Policy and ESOHMS.
- 3.7 Incorporate changes in the Facility's Environmental, Safety and Occupational Health Management System (ESOHMS) as appropriate.
- 3.8 Demonstrate continual improvement to the ESOHMS.

This Manual is considered as a *“living”* document and will be revised accordingly as the Depot and/or DNSC's operations and processes change.

4.0 DOCUMENT CONTROL

Hard copies of the IGD shall be controlled; and the controlled copy (current version) of the Manual will be maintained on DNSC's Web Pages. All copies or reproductions of this Manual shall be marked with the following statement to ensure document control of this Manual:

Hard copies of this document may not be the most current version. Refer to DNSC's Web Pages ([iamthekey](#)) to verify the most current version, using the "Last Updated" date found at the bottom of the page.

5.0 RESPONSIBILITY

The Administrator, DNSC provides the authority for developing, reviewing, revising and approving IGDs.

6.0 ELEMENTS OF THE IGD

- 6.1 **IGD 1000** – General Requirements (ISO 14001:2004 Section 4.1 and OHSAS and Section 4.1)
- 6.2 **IGD 1001** – Environmental, Safety and Occupational Health Policy (ISO 14001:2004 Standard Section 4.2 and OHSAS 18001 Section 4.2)
- 6.3 **IGD 1002** – Environmental Aspects (ISO 14001:2004 Standard Section 4.3.1) and Safety and Occupational Health Risks (OHSAS 18001 Section 4.3.1)
- 6.4 **IGD 1003** – Legal and Other Requirements (ISO 14001:2004 Standard Section 4.3.2 and OHSAS 18001 Section 4.3.2)

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- 6.5** **IGD 1004** – Objectives, Targets and Programs (ISO 14001:2004 Standard Section 4.3.3 and OHSAS 18001 Section 4.3.3)
- 6.6** **IGD 1005** – Environmental, Safety and Occupational Health Management Program (ISO 14001:2004 Standard Section 4.3.4 and OHSAS 18001 Section 4.3.4)
- 6.7** **IGD 1006** – Resources, Roles, Responsibility and Authority (ISO 14001:2004 Standard Section 4.4.1 and OHSAS 1800 Section 4.4.1)
- 6.8** **IGD 1007** – Competence, Training and Awareness (ISO 14001:2004 Standard Section 4.4.2 and OHSAS 18001 Section 4.4.2)
- 6.9** **IGD 1008** – Communication (ISO 14001:2004 Standard Section 4.4.3 and OHSAS Section 4.4.3)
- 6.10** **IGD 1009** – Documentation (ISO 14001:2004 Standard Section 4.4.4 and OHSAS Section 4.4.4)
- 6.11** **IGD 1010** – Control of Documents (ISO 14001:2004 Standard Section 4.4.5 and OHSAS 18001 Section 4.4.5)
- 6.12** **IGD 1011** – Operational Control (ISO 14001:2004 Standard Section 4.4.6 and OHSAS 18001 Section 4.4.6)
- 6.13** **IGD 1012** – Emergency Preparedness and Response (ISO 14001:2004 Standard Section 4.4.7 and OHSAS Section 4.4.7)
- 6.14** **IGD 1013** – Monitoring and Measurement (ISO 14001:2004 Standard Section 4.5.1 and OHSAS 18001 Section 4.5.1)
- 6.15** **IGD 1014** – Evaluation of Compliance (ISO 14001:2004 Standard Section 4.5.2 and OHSAS 18001 Section 4.5.1)
- 6.15** **IGD 1015** – Nonconformity, Corrective Action and Preventive Action (ISO 14001:2004 Standard Section 4.5.2 and OHSAS 18001 Section 4.5.3)
- 6.16** **IGD 1016** – Control of Records (ISO 14001:2004 Standard Section 4.5.4 and OHSAS 18001 Section 4.5.3)
- 6.17** **IGD 1017** – Internal Audit (ISO 14001:2004 Standard Section 4.5.5 and OHSAS 18001 Section 4.5.4)
- 6.18** **IGD 1018** – Management Review (ISO 14001:2004 Standard Section 4.6 and OHSAS 18001 Section 4.6)



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7.0 FORMAT OF INTERPRETIVE GUIDANCE DOCUMENT

7.1 INTERPRETIVE GUIDANCE DOCUMENTS

All IGDs, with the exception of IGD 1000, will be formatted as follows:

- a) **1.0 PURPOSE** – Will state the intent of the IGD with respect to the specific section of the ISO 14001:2004 Standard and/or OHSAS 18001 Specification and application to the responsible organizations.
- b) **2.0 PROCESS** – Will define how the ESOHMS conforms to the specific section of the ISO 14001:2004 Standard and/or OHSAS 18001 Specification.
- c) **3.0 EXAMPLES** – Will give examples of typical documentation and records to illustrate the ESOHMS. **Note: That this matrix is not intended to be an all-inclusive list of each document.**

These examples are available as “active links” in this IGD (underlined documents are links).

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